

TITLE, SERIES, GRADE: Supervisory Budget Analyst, GS-560-14

SALARY RANGE: GS-14: \$88,369 - \$114,882 per annum

PROMOTION POTENTIAL (IF ANY) TO: None

VACANCY ANNOUNCEMENT NUMBER: 08-CRM-JC-041

AREA OF CONSIDERATION: Government-Wide (Status Candidates Only) and all eligible surplus/displaced Federal employees in the local commuting area.

OPENING DATE: 04/04/08

CLOSING DATE: 04/25/08

DUTY LOCATION(S): Criminal Division, Office of Administration, Budget Operations, Budget Execution Staff, Washington, DC

NUMBER OF VACANCIES: One Position

Join the world's largest law office and the central agency for enforcement of federal laws! The U.S. Department of Justice enforces the law and defends the interest of the United States while ensuring public safety by preventing crime, seeking punishment of those guilty of unlawful behavior and ensuring fair and impartial administration of Justice for all Americans.

The Criminal Division develops, enforces, and supervises the applications of criminal laws. Our team provides a wide variety of legal expertise on issues ranging from asset forfeiture and money laundering to child exploitation and obscenity to intellectual property crime and cybercrime to human rights.

The Office of Administration, Budget Operations staff seeks a highly motivated candidate to serve as the Assistant Director for the Budget Execution Staff and provide guidance and direction to a subordinate staff of analysts and technical support staff who provide support in regards to procurement, contracts, budget execution, reimbursable agreements, quarterly reporting requirements, translations services, and fiscal support programs.

JOB SUMMARY

- Supervises a staff of analysts and technical support staff who provide a wide variety of services with regard to procurement, contracts, budget execution, performance measurement and fiscal support programs.
- Performs budget execution work involving the most difficult fund control activities including adapting budget policies, analytical methods and regulatory procedures for use by upper management.
- Monitors and reports on the rate of expenditures of funds.
- Reviews and evaluates information and data concerning the budget for the Criminal Division.

- Reviews reconciliations and reports to ensure accuracy and timeliness and provide Division-wide policy and oversight on a variety of operating accounting and financial reporting matters.
- Establishing and monitoring operating budgets for the Division's programmatic operations.
- Provides direct oversight of periodic detailed financial reports on the Division's financial posture; comparing actual obligations with planned expenditures; and advising upper management of deviations from subsequent reports, adjustment necessary.

NOTE: For eligible surplus/displaced employees, well qualified means an applicant must meet all minimum qualification requirements and score at the midrange level points against the ranking factors stated in the vacancy announcement.

QUALIFICATIONS: Applicants must possess one year of specialized experience equivalent to the next lower grade in the Federal service.

SPECIALIZED EXPERIENCE is experience which is typically related to the position to be filled and which has equipped the applicant with the particular knowledge, skills, and abilities to successfully perform the duties of the position.

Examples of specialized experience at this level include:

Monitors the execution of a budget with many different sources and types of fundings such as direct multi-year appropriations, allotments from many different appropriations, transfers of funds from other agencies, reimbursements for services performed, revenue from working capital funds, and trust accounts.

Identifies and analyzes trends in the receipt, obligation or expenditure of funds to ensure objectives of the financial plan are being met on a timely basis, and that funds are available and properly and effectively used to support program objectives.

QUALITY RANKING FACTORS: Applicants are encouraged to provide a separate narrative addressing each quality ranking factor.

- 1) Knowledge of the Federal budget process, including budget execution.
- 2) Ability to analyze and evaluate continual changes in program plans and the effect on financial and budget program milestones and to develop recommendations for financial and/or budgetary issues in meeting the milestones.
- 3) Ability to communicate orally.
- 4) Ability to communicate in writing.
- 5) Knowledge of an automated financial system.
- 6) Ability to supervise.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of experience, education and training, type of official recognition received and supervisory appraisal of performance.

HOW TO APPLY:

- Applicants must submit a resume, OR the Optional Application for Federal Employment (OF-612), OR any other written format chosen, including the SF-171.
- Applicants must also submit a separate statement addressing the Quality Ranking Factors listed above.
- Current Federally employed applicants must also submit a copy of your latest Notification of Personnel Action (SF-50), and copy of a performance appraisal issued within the last 12 months.
- Displaced and surplus federal employees must submit a copy of appropriate documentation of separation such as a RIF separation notice, or a separation certification letter issued by your agency or OPM which reflects that you will be separated or have been separated from your position.

If a Resume is submitted it must contain the following information: If submitting a resume all requested information as outlined in this vacancy announcement must be included. **If pertinent information is omitted from the resume, it will result in non-consideration for this position.**

- JOB INFORMATION--Announcement number, title and grade(s) of the job for which you are applying;
- PERSONAL INFORMATION--Full name, mailing address (with ZIP code), day and evening phone numbers (with area code), **social security number**, country of citizenship (Most Federal jobs require United States citizenship), veterans' preference, reinstatement eligibility (if requested, attach SF-50 proof of your career or career-conditional status, highest Federal civilian grade held (also give job series and dates held));
- EDUCATION--High school, name, city, and state (ZIP Code), date of diploma or GED, colleges and universities, name city and state (ZIP Code), majors. Type and year of any degrees received (if no degree, show total credits earned and indicate whether semester or quarter hours). Send a copy of your college transcripts only if the job vacancy announcement requests it.
- WORK EXPERIENCE--give the following information for your paid and nonpaid work experience related to the job for which you are applying (do not send job descriptions): job title (include series and grade if Federal job), duties and accomplishments, employer's name and address, supervisor's name and phone number, **starting and ending dates (month and year), hours per week**, salary. Indicate if we may contact your current supervisor.
- OTHER QUALIFICATIONS--Job-related training courses (title and year). Job related skills, for example, other languages, computer software/hardware, tools, machinery, typing speed. Job-related certificates and licenses (current only). Job-related honors, awards, and specialized accomplishments, for example, publications, memberships in professional or honor societies, leadership activities, public speaking and performance awards (Give dates but do not send documents unless requested).

Applications can be e-mailed to: CRIMINAL.CRMJOBS@USDOJ.GOV or faxed to 202-353-0775.

Although we are requesting that applications be sent via e-mail and/or fax, we are also accepting

applications mailed through the postal service.

NOTE:

- Relocation expenses are not authorized.
- Applications that are e-mailed and/or faxed must be received by midnight of the closing date.
- Applications mailed through the postal service must be received by the closing date of this announcement.
- Applications received in government envelopes will not be considered. This includes those sent through the internal mail.
- If submitting a resume all requested information as outlined in this vacancy announcement must be included. If pertinent information is omitted from the resume, it will result in non-consideration for this position.
- Time-in-grade requirements must be met by the closing date of this announcement.
- All qualifications for this position must be met by the closing date of this announcement.
- This position is subject to a one-year supervisory/managerial probationary period, if one has not yet been completed.
- Failure to submit the requested information may result in a lower rating in the evaluation process.
- Employment is contingent upon the satisfactory completion of a background investigation adjudicated by the Department of Justice. This position is subject to a drug test by urinalysis.
- Qualified applications will receive consideration without regard to race, color, national origin, religion, sex, age, marital status, disability, sexual orientation, or any other non-merit factor. The Department of Justice welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate the needs of those persons. The Department is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced. This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determinations on request for reasonable accommodation will be made on a case-by-case basis.

POINT OF CONTACT: Jill Colburn

CONTACT PHONE: 202-305-7443

CONTACT E-MAIL: CRIMINAL.CRMJOBS@USDOJ.GOV

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